

#### Delete Leave Request

1. Go to the Employee Main Menu.
2. Click **Leave Requests**.
3. You can sort leave request based on **Status, Dates, Leave Type, Timekeeper and Supervisor**.
4. Choose the leave request
5. Click **Delete Request**, click **Yes**.
6. Click the Employee Role tab or **Cancel** to return to the Employee main menu.

#### Edit Pending Leave Request

1. Go to Employee Main Menu.
2. Click **Leave Requests**.
3. You can sort leave request based on **Status, Dates, Leave Type, Timekeeper and Supervisor**.
4. Click the Leave Requests Status link. Edit applicable fields.
5. Click **Submit**, receive confirmation message "leave request successfully updated."
6. Click the Employee Role tab to return to the Employee main menu.

#### View Premium Pay Requests

1. Go to the Employee Main Menu.
2. Click **Premium Pay Requests**.
3. You can sort Premium Pay request based on **Status, Dates, Transaction, Supervisor, and TL Approver**.
4. To view the request, click the Premium Pay Request Status link.
5. Click the Employee Role tab to return to the Employee main menu.

#### View Timesheet

1. Go to the Employee Main Menu.
2. Click **Timesheet**.
3. Select Pay Period from Pay Period drop down list, click **Go**.
4. To view a day, highlight and click on the day to view posted timesheet data.
5. Click the Employee Role tab or **Cancel** to return to the Employee main menu.

#### Viewing the Timesheet Summary

1. Go to the Employee Main Menu.
2. Click **Timesheet Summary**.  
The current Timesheet Summary page opens.
3. Select Pay Period from Pay Period drop down list, click **Go**.
4. Click **Cancel** to go back to the main menu. To print Timesheet Summary, Click **Printable Version**, Click **Print**, or click **Cancel** to return to the previous page.
5. Click the Employee Role tab to return to the Employee main menu.

#### View User Holiday Calendar Type

1. Go to the Employee Main Menu.
2. Click **Settings** on the Utility menu.  
The user profile opens to the General Settings page.
3. Click **User Holiday Calendars** from the Menu list.
4. Click the Employee Role tab to return to the Employee main menu.

#### View Roles Information

1. Go to the Employee Main Menu.
2. Click **Settings** on the Utility menu.  
The user profile opens to the General Settings page.
3. Click **Manage Roles** from the Menu list.  
The Role Assignments page opens and is read-only. Roles assigned to the user have a check mark in the box next to the role.
4. Click the Employee Role tab to return to the Employee main menu.



For more detailed information on various topics relating to "Employee Role" refer to the VATAS SharePoint Site

<https://vawww.fsccollaboration.fsc.va.gov/VATAS%20Support/SitePages/Home.aspx>

## Veterans Affairs Time and Attendance System (VATAS)

### Employee

<https://vatas.va.gov/webta/Login>



*"To care for him who shall have borne the battle and for his widow, and his orphan,"*

**For Assistance: Contact Your Payroll**

# Employee Role

## Logging into VATAS

1. Access <https://vatas.va.gov/webta/Login>. VATAS Login page opens.
2. Type user ID and password. *User IDs and passwords are case sensitive.*
3. Click **Log In**. Main menu for highest role assigned is displayed.

## Logging Out of VATAS

1. On the Utility Menu, click the Log Out link. Always exit properly by clicking **Log Out**.

## System Time Outs

VATAS utilizes an automatic session time-out. This security feature prevents others from accessing the information. **IMPORTANT!** *If the session times out, any work entered that has not been saved will be lost.*

## Password Requirements

Expires every 90 days  
Must be at least 12 characters  
Must include upper case letters  
Must include lower case letters  
Must include numbers 0-9  
Must include special characters  
Passwords cannot be re-used for 270 days.

## Changing Password

1. Click **Settings** on the Utility menu. The General Settings page of the employee profile opens.
2. Type your new password in the Password box.
3. Re-type your new password in the Retype Password box.
4. Click **Save**, password is changed.
5. Click the Employee Role tab to return to the Employee main menu.

## Forgot Password

1. Click **Forgot Password** on the VATAS Login Page
2. Enter your UserID and click **Submit**  
\*a link will be sent to your official VA email address to complete the password reset procedure. For further assistance in password reset, contact your Payroll office.

## Access Keys

In compliance with Section 508 of the US Rehabilitation Act, VATAS includes an access key. The Skip Link access key is available on each page and allows the user to bypass all repetitive navigation and recurring global content. The Skip Link access key is **ALT + p**. **Viewing and Deleting Messages**

Click **Inbox** on the Utility menu.

Messages can be deleted by Row, by Page, or All.

To delete by Row, Click the "X" in the delete column next to the message to be deleted. To delete by Page, Click **Delete Page** to delete all messages from the page.

To delete All, Click **Delete All** to delete all messages in the message box.

Click the Employee Role tab to return to the Employee main menu.

**NOTE:** Messages deleted in VAATS cannot be retrieved.

## View Employee Profile

1. Go to the Employee Main Menu.
2. Click **Settings** on the Utility menu.
3. Click the Employee Role tab to return to the Employee main menu.

## Online Help

1. Click **Help** on the Utility menu.
  2. Click **Topics** from the table of contents in the Help window to access additional help topics.
  3. Click the "X" in the upper right corner of the Help page to close online Help.
- NOTE:** Online helps assist in system functionality of VATAS, and are not VA Specific.  
For further assistance, refer to the VATAS SharePoint Site.

## View Schedule

1. Go to the Employee Main Menu.
2. Click **Schedule**.
3. Select Pay Period from drop down list, click **Go**.
4. Click the Employee Role tab or **Cancel** to return to the Employee main menu.

## View Leave Balance

1. Go to the Employee Main Menu.
2. Click **Leave Balances**.
3. Select Pay Period from the Balances for Pay Period drop down list, click **Go**.
4. Click the Leave Type link to view pay period leave details.
5. Click the Employee Role tab or **Cancel** to return to the Employee main menu.

## Add Leave Request

1. Go to the Employee Main Menu.
2. Click **Leave Requests**.
3. Click **Add Leave Request**.
4. Select the leave type from the drop-down list.
5. Select **Start Date** from the calendar or type the start date using MMDDYYYY format.
6. **Tab twice** will populate same date as start date or Select **End Date** from the calendar or type the end date using MMDDYYYY format.
7. Type **Start Time**.
8. Type **Stop Time**.

**IMPORTANT!** Full-Time Physicians can **ONLY** check the **"All Day"** box when requesting leave. All other employees enter times, (rows that are 6 hours or more the meal period defaults to 30 min, field is editable for those with no meal or longer meal period). For assistance, contact your Payroll.

9. To add another row for the same type of leave, click **Add New Row** and repeat steps 6 thru 9.  
**\*Different leave types require separate leave requests.**
10. To delete a row, click **Delete** on the row.
11. Type **Submitter Remarks**, if applicable.
12. Select Special Notes from the drop down list, if applicable.
13. Select the Sick Leave Purpose radio button, if applicable.
14. Click the checkbox to invoke FMLA, if applicable.
15. Select the FMLA Option radio button, if applicable.
16. Click **Submit**, receive confirmation message "leave request successfully updated."
17. Click the **Employee Role tab** to return to the Employee main menu.

## View Leave Request

**VATAS has added a new sort feature to make it more user friendly to end users.**

1. Go to the Employee Main Menu.
2. Click **Leave Requests**.
3. You can sort leave request based on **Status, Dates, Leave Type, Timekeeper and Supervisor**.
4. To view the request, click the leave request status link.
5. Click the Employee Role tab or **Cancel** to return to the Employee main menu.